



## **LOWELL PUBLIC SCHOOLS**

***Early Childhood Department***

***21 Carter Street***

***Lowell, Massachusetts 01852***

***Lisa Van Thiel***

***Early Childhood Coordinator***

***978-674-2051***

To: James Hall, Chief Operating Officer  
From: Lisa Van Thiel, Early Childhood Coordinator  
Cc: Daroth Yann, Assistant Human Resource Director  
Date: March 5, 2021  
Re: Coordinated Family and Community Engagement Grant Coordinator

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The Coordinated Family and Community Engagement (CFCE) Grant is funded by the Massachusetts Department of Early Education and Care. Currently, Lowell Public Schools receives this grant to provide playgroups, and support to families, as well as conduct Parent Child Plus home visits in accordance with national replication site standards.

**CFCE programs are locally based programs that meet the needs of the community by providing child development services and resources to families with young children birth to age five (5).**

Lowell is one of ninety CFCE programs across the state, and in total, the CFCE network provides services to 350 cities and towns in Massachusetts. The CFCE network promotes and supports:

- Parent education and family engagement
- Early literacy and child development
- Collaboration between local early education and care partners
- Transitions between early education and care settings, home and school
- High-quality programs and service delivery

Lowell's CFCE grant currently employs a Coordinated Family and Community Engagement Team Leader, three full-time Parent Liaisons, one part-time Parent Liaison, and two subcontractors. Recently, we learned that we would be awarded an additional \$25,000 to increase the number of families served through our Parent Child Plus program. To achieve this it will be necessary for us to hire additional staff. In order to recruit Parent Child Plus Home Visitors, we would like to update current job descriptions to reflect the roles and responsibilities of a Parent Child Plus Home Visitor. Several of our Home Visitors are currently employed as Parent Liaisons. Our current staff job description has not been revised in over fifteen years and no longer accurately reflects the work. Therefore, we are proposing the following update for new hires:

**Title: Parent Child Plus Home Visitor/ Play Group Facilitator – GRANT FUNDED**

**Job Description: Parent Child Plus Home Visitor/ Play Group Facilitator**

Applicants preferably live in Lowell and reflect the cultural background and linguistic diversity of the city. They visit toddler and young preschool homes with books and educational toys on a twice-weekly basis to engage families and their young children in positive interactions to facilitate learning.

**Full time Parent Child Plus Home Visitor/ Play Group Facilitator** visits twelve (12) families twice weekly for one half hour. All home visits follow a preset model established by the Parent Child Plus national model using curriculum designed specifically for children in Lowell. Full-time Parent Child Plus Home Visitors/ Play Group Facilitators lead one/two playgroups in the community on a weekly basis and staff community outreach events or facilitate parent education training three (3) to five (5) times per year.

**Duties and responsibilities:**

- Implement Parent Child Plus Programming in accordance with requirements as a national replication site for the Parent Child Plus Program
- Maintain accurate records and sign in sheets
- Maintain parent consent and conduct *Ages and Stages Questionnaires* twice per year
- Outreach to families and community
- Regularly input data into database
- Complete weekly home visits (full-time serving twelve (12) families)
- Refer families to support services
- Prepare materials for programming
- Facilitate one/two playgroups per week
- Computer Skills required
- Valid driver's license and reliable transportation required
- Willing to work nights and weekends on occasion
- Bilingual candidates are strongly encouraged to apply.

**Position Type:** One (1) Full-time Employee

**Equal Opportunity Employer:** Lowell Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

**REPORTS TO:** Early Childhood Coordinator and CFCE Team Leader

**EFFECTIVE DATE OF EMPLOYMENT:** As Soon As The Posting Closes

**TERMS OF EMPLOYMENT:** Full-time 180 days/7.5 hours per day

**Salary based on education and experience:** \$23,000.00 to \$46,000.00